

Welcome to the Tri-University Research Administration Conference.

Your session will begin shortly. While you wait, please review the following reminders::

Zoom Troubleshooting

Issues with Audio

Turn off headset/computer speakers and call in by phone for audio

General Issues

Log off and log back in using SSO

Technical Support

Call 480-965-9065 Ext 1.

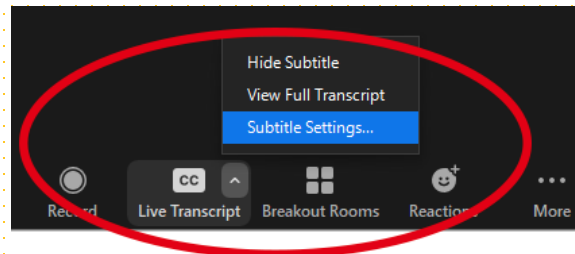
About this Session

Recording

Today's session is being recorded and will be made available for later viewing

Closed Captioning

The Closed Caption/Live Transcript feature has been enabled. You can show/hide the CC via your meetings controls located at the bottom of your screen.



We'd Love Your Feedback!

To help us plan next year's Tri-University Research Administration Conference, we would love to get your feedback.

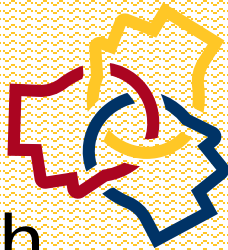
If you want to provide feedback for the presenters of today's session, make sure to complete the survey you will receive via email at the end of the day.



United States Department of Agriculture
National Institute of Food and Agriculture



Tri-University
Research
Administration
Conference



Pre-Award Sponsor Showcase

Jesús Orduño & Chris Sittler, University of Arizona

Howard Bergman & Juliette Dixon, Arizona State University

Learn from Our Experience

Common Characteristics and Knowledge



Grants.gov: main site to find federal opportunities and submit proposals. <https://www.grants.gov/>

Federal Register: the official journal of the United States government. In addition to grant announcements, it lists new rules and regulations, notices, and Executive orders. <https://www.federalregister.gov/>

Tip #1: Read and understand the solicitation (eligibility, time, funds).

Tip #2: Make sure the PI understands the commitment. Will the PI be able to stay with this project for the time allocated? Are the personnel willing?

Tip #3: Read the Merit Review criteria and apply it. Understand how the reviewers will look at the proposal and advise the PI to write to their viewpoint. Be clear and concise.

Tip #4: Use the checklist, but be sure there are no additional requirements. When you think you are done, double and triple check the solicitation.

Tip #5: Plan in advance to allow time for review, revision, upload, and approval. Confirm budget and justification match. Requests must be reasonable and allocable.

Learn from Our Experience (Continued)

Common Characteristics and Knowledge



Tip #6: RESPOND TO THE PROBLEM. Make sure that the PI is presenting a solution to a question/problem/issue that the sponsor wants solved. The PI may have the greatest project ever, but if it is not what the sponsor wants, the proposal will be declined.

Tip #7: GET HELP. Ask other Research Administrators and/or central research office for templates; lean on their experience for complex topics. Many offices have files of generic documents (Biosketch templates, Facilities Statements, Data Management Plans, Postdoctoral Mentoring Plans) that can save you and the PI time and effort.

Tip #8: COMMUNICATE: create a relationship with the PI and the proposal team. Be professional. Be positive and composed: maintain a great attitude and know when to slow down or speed up. Manage time by planning; create a checklist and timeline for when documents are due (staggered schedule). Prioritize with other projects.

Tip #9: LEADERSHIP: be organized and have a plan. The Research Administrator needs to control the process.

Tip #10: THINK OUTSIDE THE CUBE (not box): look at situations from all angles and different viewpoints. How will it all come together? See the big picture.



National Science Foundation

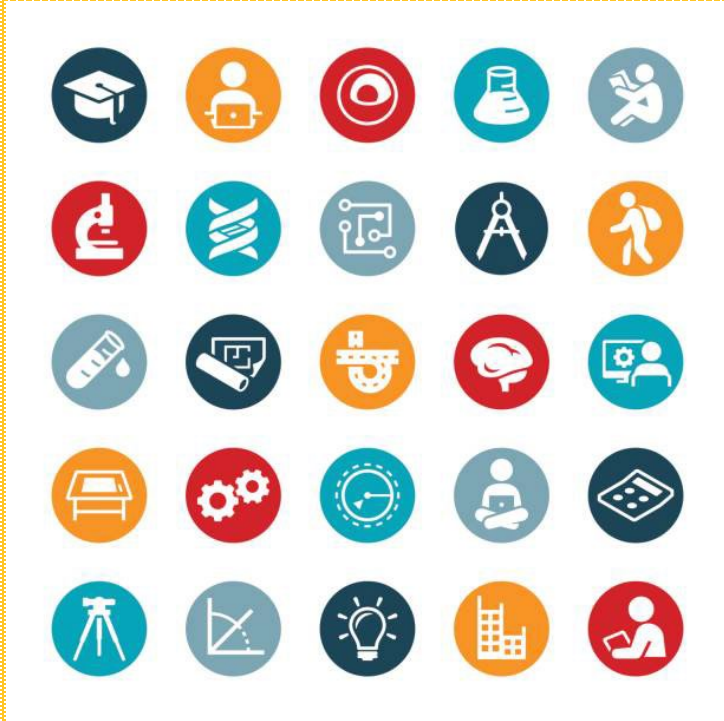
NSF: Overview



The National Science Foundation (NSF) was created by Congress in 1950 to “promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense.” It is an integral agency that supports people and research to create knowledge that transforms the future. NSF is **unique** because it considers proposals across all disciplines rather than focusing on a specific category.

NSF is an independent U.S. federal agency located in Alexandria, VA with an annual budget of \$8.5 billion (FY2021); NSF funds approximately 27% of all sponsored research at U.S. colleges and universities. This amounts to about 12,000 awards per year (out of 50,000 proposals); In FY 2019, NSF awarded \$7.8 billion in grants, agreements, and contracts.

NSF: Helpful Links



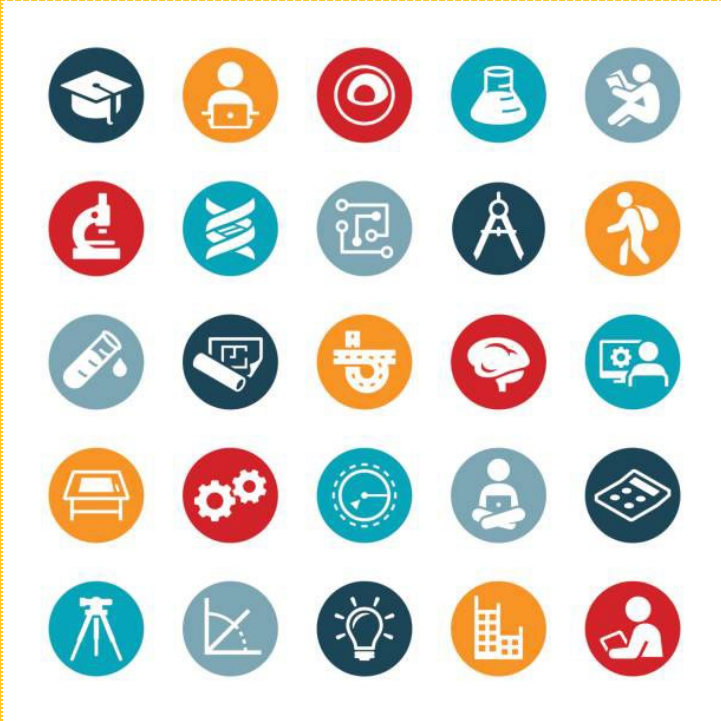
NSF: the main page for NSF with links to information, funding opportunities, policies, news, and applications: <https://www.nsf.gov/>

Fastlane: NSF's proposal preparation, submission, and management system since 1994. It is being slowly phased out.
<https://www.fastlane.nsf.gov/>

Research.gov: NSF's new system to eventually replace Fastlane.
<https://www.research.gov/>

PAPPG:
https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf

NSF: Tips and Tricks



Tips: Follow the document and proposal requirements exactly.

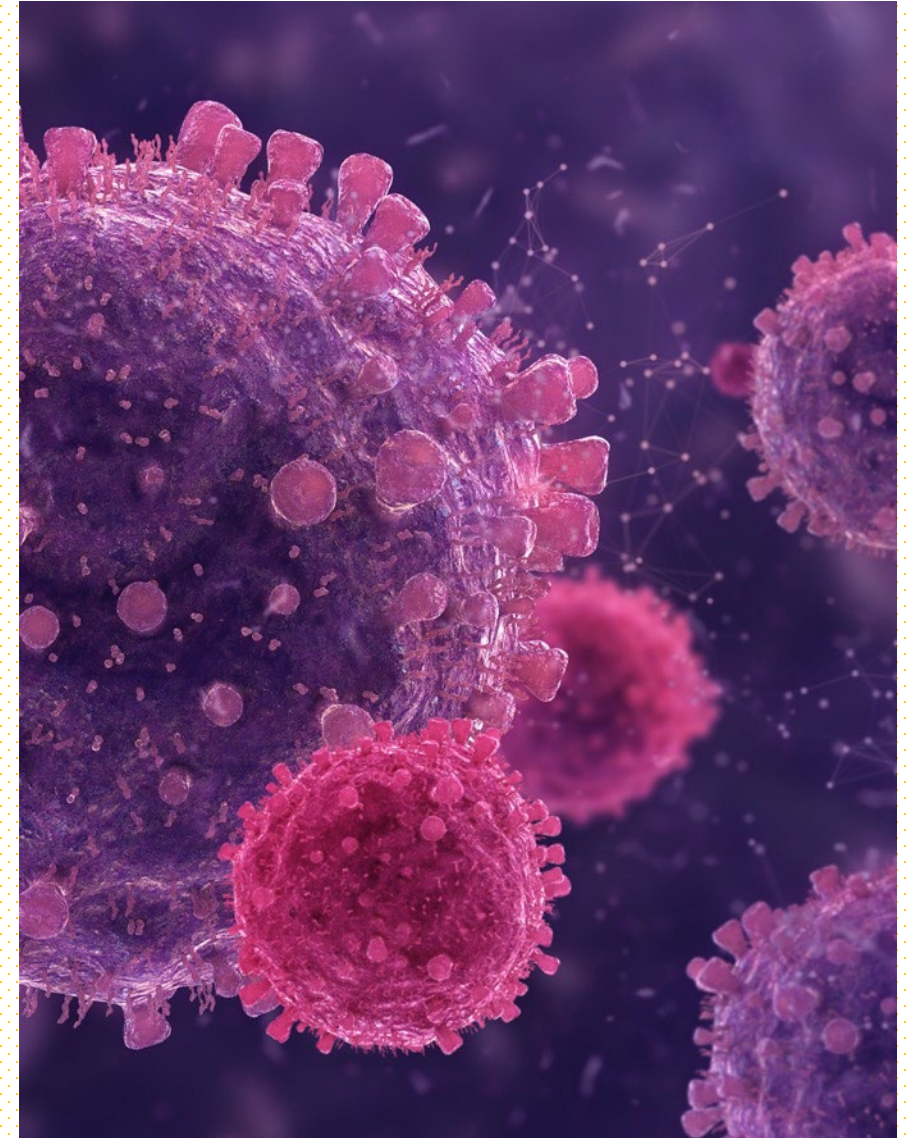
- Biosketch must be in NSF-approved format (Education in chronological order; Experience in reverse chronological order).
- Current and Pending should be all pages, including blanks. The proposal you are submitting should be listed last and after the title, in parentheses, include (THIS PROPOSAL).
- Letters must have specific wording – no more, no less.
- Collaborators Form.
- Create your own NSF ID and make sure the PI and Co-PIs are registered when starting the proposal (within Cover Sheet).



The National Institutes of Health (NIH)

NIH: Overview

- NIH: National Institutes of Health
 - Agency of the United States government currently part of the United States Department of Health and Human Services.
 - Primary agency responsible for biomedical and public health research
 - Comprised of 27 Institutes and Centers, each focusing on specific diseases or body systems.



NIH: Guidelines

- [NIH Grants Policy Statement](#)
 - One stop shop for all policies, requirements, terms, and conditions regarding NIH grants.
- [General Application Guide](#)
 - A thorough guide for completing the forms required of a given opportunity announcement.
 - Includes a complete “How to Apply Tutorial” video series



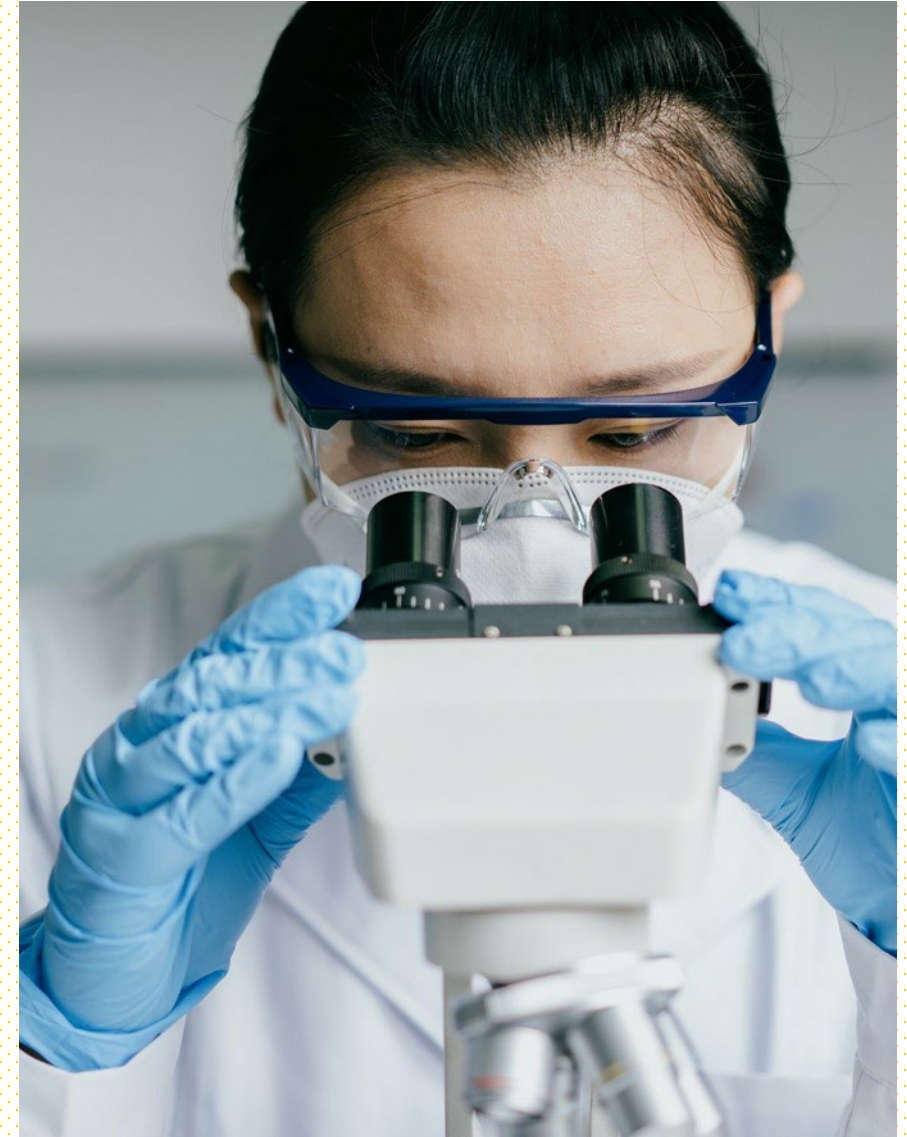
NIH: Helpful Links

- [NIH Guide for Grants and Contracts](#)
 - This is the NIH's official publication of notices of grant policies, guidelines, and funding opportunity announcements (FOAs).
- [ASSIST](#): NIH Application Submission System & Interface for Submission Tracking
 - This is the NIH e-system used for submitting proposals.
- [eRA Commons](#)
 - An online system in which grant applicants, grantees, and grantor agencies access and share administrative information relating to research grants throughout its life cycle.



NIH: Tips & Tricks

- [Standard Due Date Table](#)
 - Table of standard due dates for all programs, organized by activity code
- [NIH Page Limits](#)
 - Table listing page limits for all elements of the application, organized by activity code
- [Developing a Budget](#)
 - Useful tips and reminders to consider when developing a budget for an application



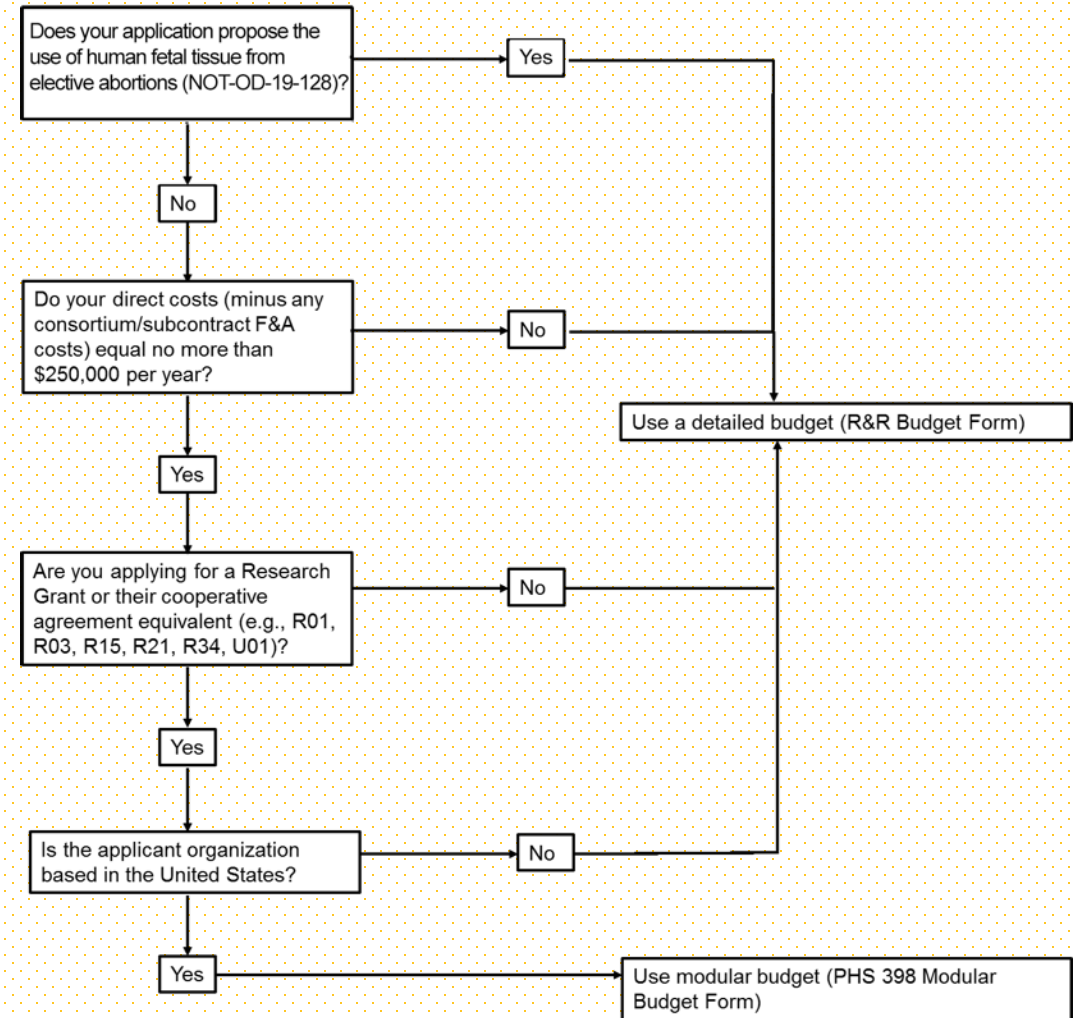
NIH: Tips & Tricks

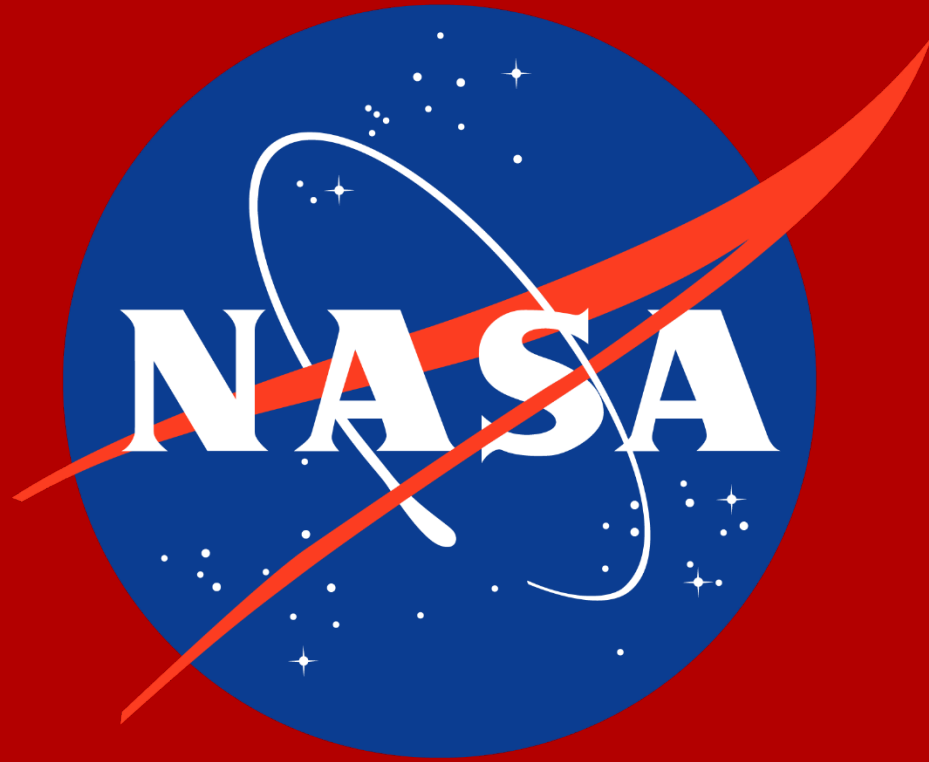
- Modular Budgets

- Budget format allowed for some applications requesting up to \$250,000 of direct costs per year.
 - Exceptions apply (SBIR, STTR, etc.)

- NIH Salary Cap

- Congressionally mandated limitation on direct salary for individuals under NIH awards.
- Effective January 3, 2021, the salary limitation is \$199,300



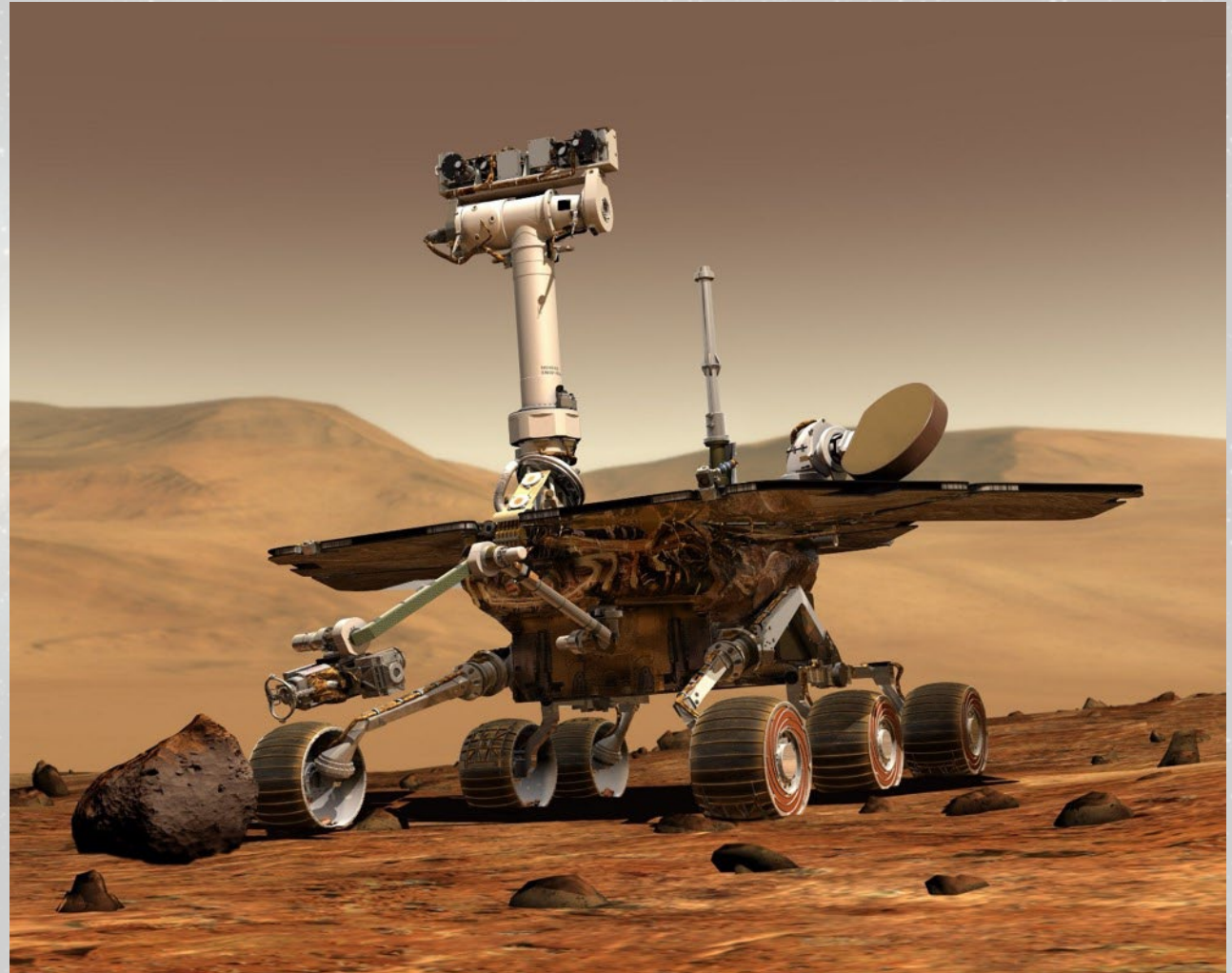


NASA

NASA: Overview

NASA (The National Aeronautics and Space Administration):

- An independent agency of the U.S. federal government responsible for the civilian space program, as well as aeronautics and space research.



NASA: Guidelines and Helpful Links

[ROSES-2021: Research Opportunities in Space and Earth Sciences 2021](#)

- This is the go-to guide for all NASA proposal related questions.

[Guidebook for Proposers](#)

- This is an outline of the policies and procedures for submitting NASA proposals, an adjacent resource to the ROSES.

[NSPIRES: NASA Solicitation and Proposal Integrated Review and Evaluation System](#)

- This is NASA's e-system used for tracking solicitations and submitting proposals.



NASA: Checklist for ROSES-2021 Proposals

Starting on page SoS-52 of the ROSES-2021, NASA has developed an extremely useful tool when it comes to proposal development to ensure your proposal is compliant. This table is divided by Section/Topic and lists instructive requirements related to length limits, page/text/caption/figure/table format, content, requirements, exclusions, and much more.

For example, from this table we can see the format requirements for the S/T/M Section of the proposal, which indicate the document should be 8.5" x 11" paper size with 1" margins on all sides, single spaced, with no more than 5.5 lines per vertical inch.

Scientific/ Technical/ Management (S/T/M) Section	Second component and the main part of the proposal. The sequence for science content here is recommended proposers may order the elements as they prefer.
Length restriction	Typically, 15 pages (except for a Step-1 proposal) and more may be permitted for some (e.g., Flight) programs and less for others (e.g., C.17 PMEF, F.2 TWSC). Please read the program element and refer to the summary table of key information.
Format	8.5" x 11.0" paper size
Format	Single spaced, single column text (unless otherwise specified).
Format	One-inch margins on all four sides. No reviewable content in margins.
Format	No more than 5.5 lines per vertical inch



NASA: Including the Budget(s)

NASA proposals have a unique format for budget submissions. It is recommended that two budgets are submitted with the proposal—one redacted version attached to the Proposal Document in NSPIRES, and one detailed version attached to the separate Budget Document in NSPIRES. This measure is to ensure that the peer-review process is not impacted by institutional rates. Remember:

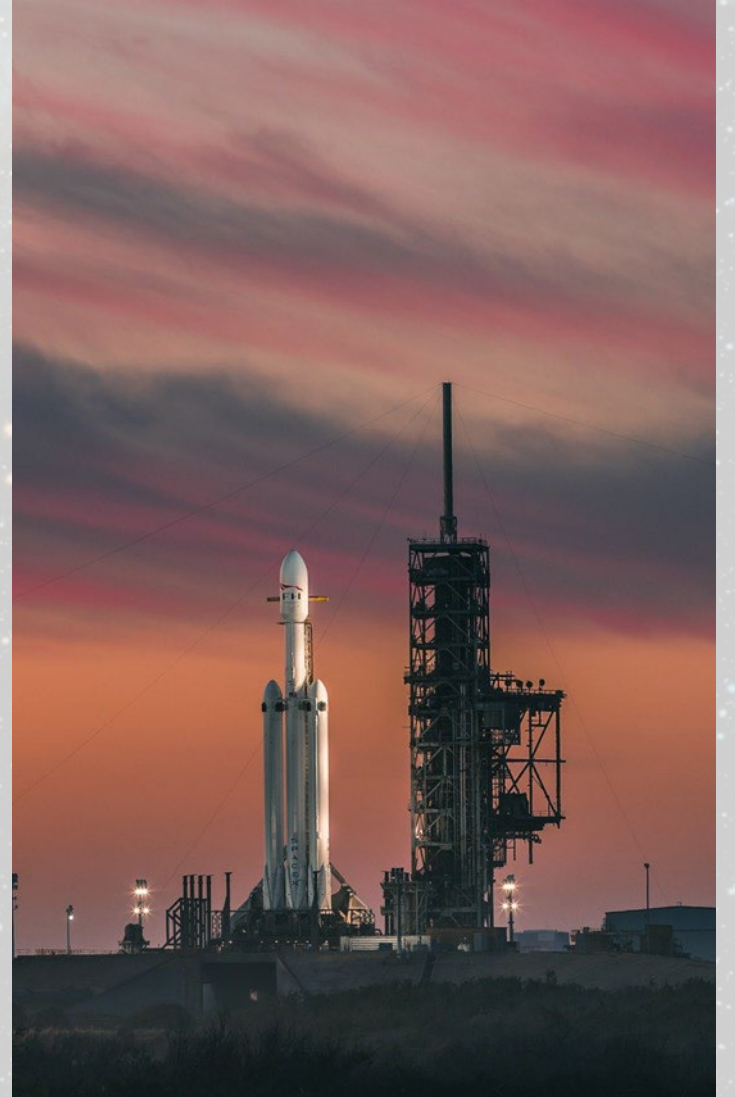
- The redacted budget and budget narrative/justification should never include and values (\$ or %) for salary, fringe rates, or overhead.
- Although you can use your own formats for the budget (saved as a PDF), it is highly recommended that when using a budget template, you remove (hide) the unnecessary components in excel before saving the file as a PDF to clean up the budget.
- The page size and 1” margin requirements are still required for both the redacted and total budget.



NASA: Direct Funded Entities

NASA projects often necessitate teaming with Co-Is from U.S. Government organizations to complete the project, such as NASA Centers and JPL (Jet Propulsion Laboratory). Although the requirements mirror many of those for the inclusion of subawards, direct funding works a bit differently in that the funds will not channel through the university—instead, if selected, NASA will execute an inter- or intra-agency transfer of funds.

At the University of Arizona, this causes a discrepancy between the internal system budget in UAccess Research and the budget submitted in NSPIRES. Since these funds will not be channeled through the University, budget records do not reflect those funds—however, they need to be accounted for in the application to NASA.



NASA: Planetary Science NoDD Update

Per this [update](#): this year, seven programs listed in Appendix C (Planetary Science) of the Roses-2021 will no longer have a deadline—these proposals will be accepted at any time:

- C.2 Emerging Worlds (EW),
- C.3 Solar System Workings (SSW),
- C.4 Planetary Data Archiving, Restoration, and Tools (PDART),
- C.5 Exobiology (ExoBio),
- C.6 Solar System Observations (SSO),
- C.12 Planetary Instrument Concepts for the Advancement of Solar System Observations (PICASSO) and
- C.16 Laboratory Analysis of Returned Samples (LARS)

In addition to this change, a one-year moratorium has also been written into the policy—no proposal may be submitted to any NoDD program if it was previously submitted to [any program](#) (including non-NoDD programs) covered by C.1 within the past 12 months.

For more information, read the [FAQ](#).





United States Department of Agriculture
National Institute of Food and Agriculture

United States Department Of Agriculture

Mission and Vision **U.S. Department of Agriculture (USDA):**

provides leadership on food, agriculture, natural resources, rural development, nutrition, and related issues based on sound public policy, the best available science, and efficient management.

The USDA's vision is to expand economic opportunity through innovation, helping rural America to thrive; to promote agriculture production sustainability that better nourishes Americans while also helping feed others throughout the world; and to preserve and conserve our Nation's natural resources through restored forests, improved watersheds, and healthy private working lands.

USDA: Overview

Understanding USDA's Structure

USDA's Seven Mission Areas

The U.S. Department of Agriculture (USDA) has seven "mission areas":

Farm and Foreign Agriculture Services
Food, Nutrition, and Consumer Services
Food Safety
Marketing and Regulatory Services
Natural Resources and Environment
Research Education and Economics
Rural Development

In general, USDA grants originate from and are administered by different agencies and offices housed within each of the seven mission areas. The programs administered by agencies and offices each have their own unique rules, definitions, and funding requirements. Each agency's website is also structured differently, and some websites are updated more frequently than others, but each site can serve as a starting point to learn about how the grants work, what the scoring criteria is, and what kind of projects have been funded in the past.

USDA Main Website: <http://usda.gov>

USDA: Overview

USDA Grant Agencies include:

Agricultural Marketing Service (AMS)

Agricultural Research Service (ARS)

Animal and Plant Health Inspection Service (APHIS)

Economic Research Service (ERS)

Farm Service Agency (FSA)

Food and Nutrition Service (FNS)

Food Safety and Inspection Service (FSIS)

Foreign Agricultural Service (FAS)

Forest Service (FS)

National Agricultural Statistics Service (NASS)

National Institute of Food and Agriculture (NIFA)

Natural Resources Conservation Service (NRCS)

Risk Management Agency (RMA)

Rural Development (RD)

Rural Utilities Service (RUS)

Rural Housing Service (RHS)

Rural Business-Cooperative Service (RBS)

USDA Guidelines (NIFA – National Institute of Food & Agriculture)

The National Institute of Food and Agriculture (NIFA) is an agency within the U.S. Department of Agriculture (USDA). Congress created NIFA through the Food, Conservation, and Energy Act of 2008. NIFA replaced the former Cooperative State Research, Education, and Extension Service (CSREES), which had been in existence since 1994.

NIFA is one of four USDA agencies that make up its Research, Education, and Economics (REE) mission area.

Federal Assistance Policy Guide (“NIFA Policy Guide”)

-Single, comprehensive guidance document for NIFA grantees and staff

-Provides guidance for competitive and capacity grants

-Based on laws, regulations, USDA guidance, NIFA guidance, NIFA policy, and Administrative Manuals applicable to NIFA grants, cooperative agreements, endowments, and other financial assistance



USDA Helpful Links

Upcoming RFA Calendar: <https://nifa.usda.gov/upcoming-rfa-calendar>

Calculating indirect costs: <https://nifa.usda.gov/resource/2018-farm-bill-indirect-cost-provision>

Each request for application (RFA) will stipulate the applicable indirect cost cap along with further details. NIFA also provides a chart with indirect cost information on a program-by program basis (see <https://nifa.usda.gov/resource/indirect-cost-chart>).

Application support templates: <https://nifa.usda.gov/resource/application-support-templates>

AFRI (Ag and Food Research Initiative) Request for Applications Resources:
<https://nifa.usda.gov/resource/afri-request-applications-resources>

USDA – Tips & Tricks

DETERMINING THE MAXIMUM INDIRECT COSTS ALLOWED

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits indirect costs for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant.

In the event of an award, the prime awardee is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining indirect costs for the Federal portion (i.e., prime and subawardee(s)) and any applicable cost-sharing (see 7 CFR 3430.52(b)). Amounts exceeding the maximum allowable indirect cost is considered unallowable.

Prime and the subrecipient(s) must agree on an allocation of indirect costs so that the total indirect costs charged under the award does not exceed 30 percent of the total federal funds awarded to the prime (or pass-through entity)

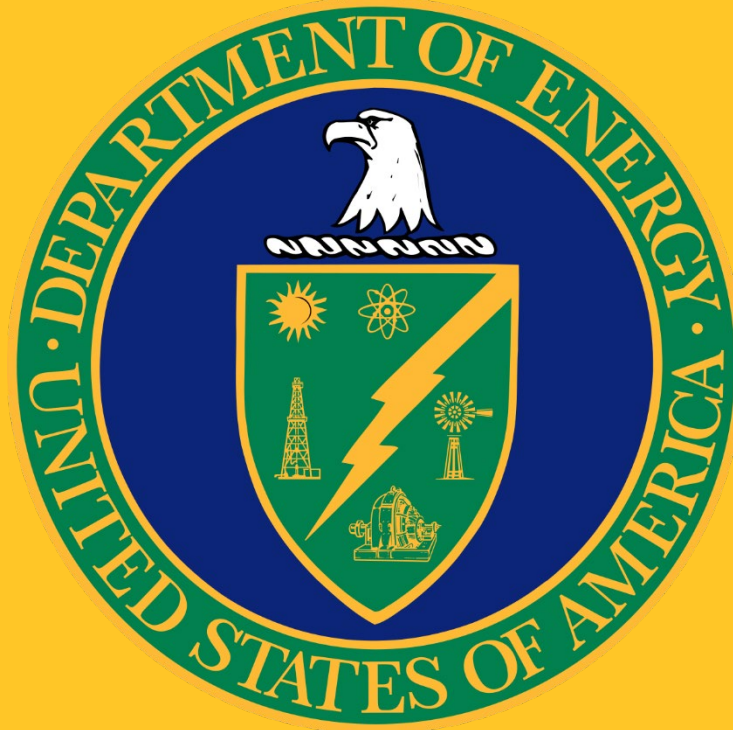
How would I determine the allowable indirect costs if this is my budget?

	Totals (\$)	Totals (\$)
Section A, Senior/Key Person:		360,520
Section B, Other Personnel:		197,266
Total Number Other Personnel:	8	
Total Salary: Wages and Fringe Benefits (A+B)		557,786
Section C, Equipment:		0
Section D, Travel:		70,060
1. Domestic	70,060	
2. Foreign		
Section E, Participant/Trainee Support Costs:		0
Section F, Other Directs Costs:		72,154
1. Materials and Supplies	4,349	
2. Publication Costs	1,600	
3. Consultant Services	36,000	
4. ADP/Computer Services	0	
5. Subawards/Consortium/Contractual Costs	0	
6. Equipment or Facility Rental/User Fees	8,105	
7. Alterations and Renovations	0	
8. Other 1	22,100	
9. Other 2	0	
10. Other 3	0	
Section G. Direct Costs (A thru F):		700,000
Section H. Indirect Costs:		300,000
Section I. Total Direct and Indirect Costs (G. + H.)		1,000,000
Section J. Fees		0
Section K. Total Costs (I. + J)		1,000,000

Maximum IDC Allowed = 30% of total federal funds awarded (TFFA) of \$1,000,000 = \$300,000.

Approved Negotiated Rate = 53% of MTDC (\$700,000 - 8,105 equipment) = \$691,895 X 0.53 = \$366,704.

The lesser amount of the above two calculations is \$300,000 and therefore is the maximum allowable.



Department of Energy (DOE)

DOE: Overview

The United States Department of Energy (DOE)

- The United States Department of Energy (DOE) is a cabinet-level department of the United States Government concerned with the United States' policies regarding energy and safety in handling nuclear material.



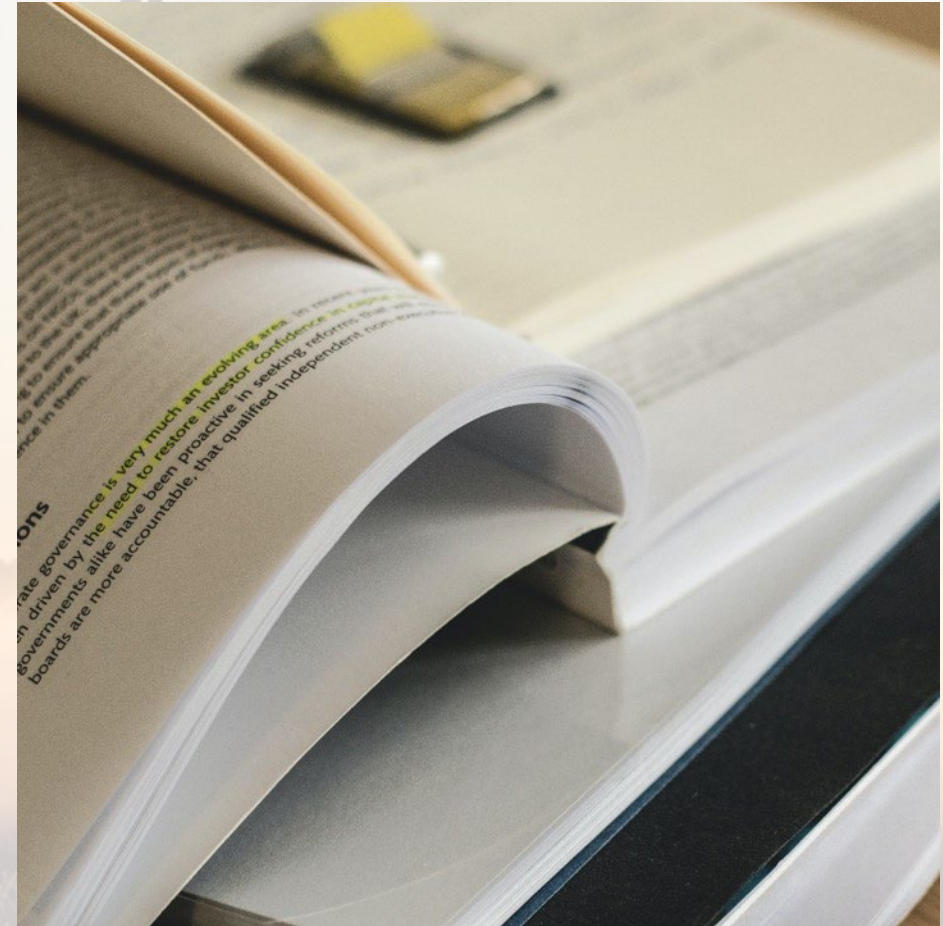
DOE: Guidelines and Helpful Links

[2 CFR 910](#): Department of Energy Implementation of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

- DOE Specific Additions to Uniform Guidance

[10 CFR 605](#): The Office of Science Financial Assistance Program:

- Policies and procedures regarding DOE Office of Science grants/cooperative agreements.



DOE: Pre-applications, Letters of Intent, and Concept Papers

Many DOE solicitations indicate the submission of a pre-application, letter of intent, or concept paper. It is important to understand individual institutional requirements for submission of any preliminary materials.

For example, at the University of Arizona, submission of a pre-application will not necessarily require routing a proposal through UAccess Research so long as the submitted materials do not include:

- Commitment of University Resources
- A detailed budget
- Cost sharing or an exception to the posted rules on F&A costs

You may still be required to work with your institution for submission, however. Some sponsor e-systems, like PAMS—a common system used for pre-application submission and management—will require an AOR to submit on the PI's behalf. Be sure to work closely with your business official and office of sponsored research to ensure the appropriate steps are taken.



DOE: E-Systems

The DOE uses a number of e-systems to track both pre- and full-applications. These systems vary depending on the FOA, so be sure to carefully read the solicitation:

- [Grants.gov](#) (Full Proposals for most DOE offices of basic science)
- [PAMS](#) (LOIs, Pre-Proposals, Budget Revisions)
- [EERE Exchange](#) (Concept Papers, Full Proposals)
- [EERE EPIC](#) (Concept Papers, Full Proposals)
- [ARPA-E Exchange](#) (Concept Papers, Full Proposals)

Note, even though the pre-application/LOI/concept paper may be submitted using one of these systems above, full applications are often submitted using Grants.gov. In some instances, the application submitted using Grants.gov will sync with appropriate pre-application system, which can be used to track the progress of your application.

It is important to follow instructions to ensure that your pre- and full-applications are submitted successfully.



Department of Education

Department of Education: Overview



Overview :

The US Dept. of Education is a Cabinet-level department of the U.S. government. Founded in 1980, the DOEd has more than 4,400 employees and a budget of \$64 billion (approximately 10% reduction). \$225 million for competitively awarded grants.

Mission :

- Establish policies on federal financial aid for education; distribute and monitor funds
- Collect data on America's schools and disseminating research
- Focus national attention on key educational issues
- Prohibit discrimination and ensure equal access to education

Department of Education: Guidelines



Guidelines:

Discretionary grants are awarded through a competitive process. Eligibility is determined by each opportunity, but may include:

- Individuals
- Institutions of Higher Education (IHE)
- Local Education Agencies (LEA)
- Nonprofit Organizations (NPO)
- State Education Agencies (SEA)
- Other Organizations/Agencies as listed

Goals of Discretionary Grants:

Provide financial assistance to support activities designed to recruit and retain a high-quality teaching staff for America's schools; to strengthen the quality of elementary and secondary education (including after-school programs); to test and disseminate information on new approaches for improving educational results; to improve literacy skills; to raise the educational achievement of at-risk students.

Department of Education: Helpful Links



Helpful Links:

DOEd Grants Information:

<https://www2.ed.gov/fund/grants-apply.html?src=pn>

Grants Training Online Courses:

<https://www2.ed.gov/fund/grant/about/training-management.html>

<https://www.grants.gov/>

G5 (DOEd's online grants system):

<https://www.g5.gov/WebBanner.html>

Institute of Education Sciences (IES) supports research that addresses important issues in education and develops solutions that improve school readiness and academic achievement:

<https://ies.ed.gov/funding/>

Department of Education: Tips



Tips:

- Plan in advance and allow time to review, upload, approve, and revise.
- Budget and justification must match; requests must be reasonable, necessary, and allocable.
- NO miscellaneous
- Become familiar with the SF-424, budget forms, and other documents.
- Be clear, concise, and specific
- Proofreader



Department of Defense

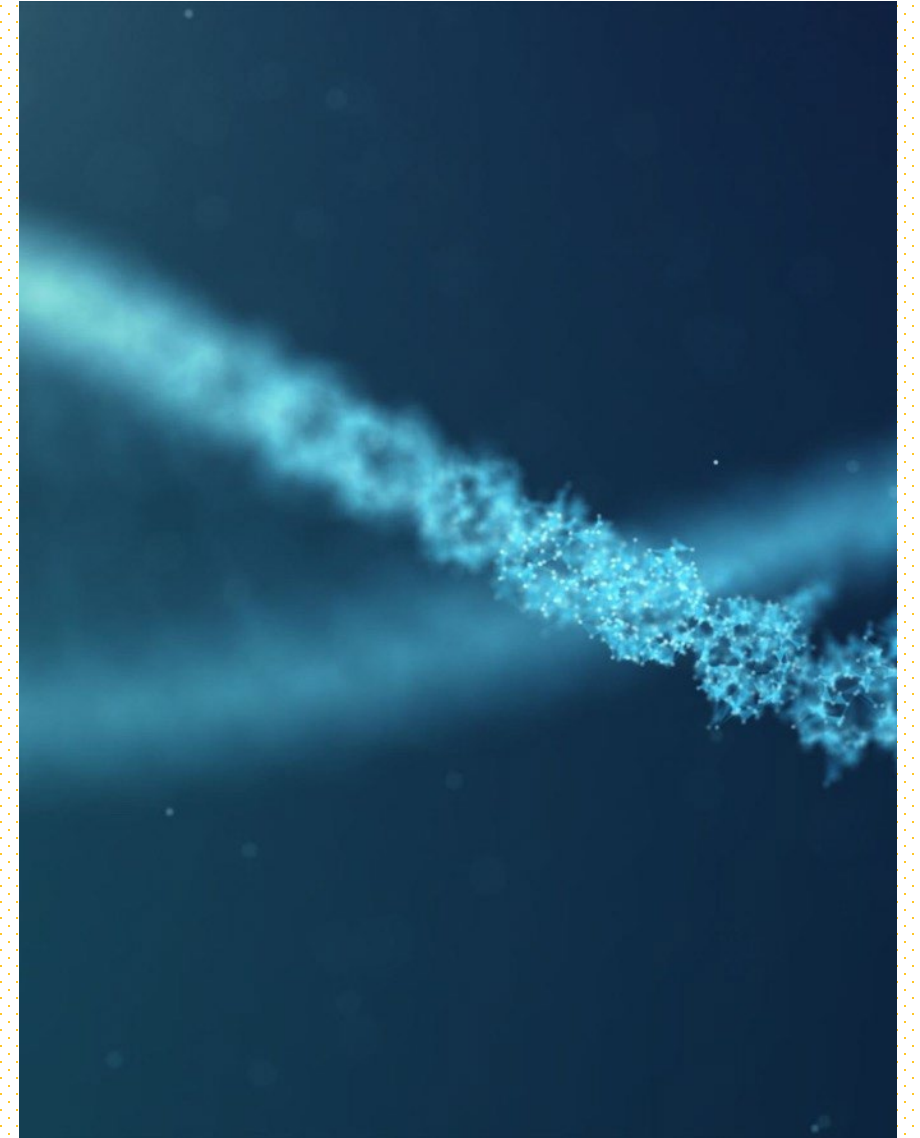
DoD: Overview

- DoD: United States Department of Defense
 - Executive branch of the United States federal government tasked with matters related to national security and the United States Armed Forces.
 - Funding can come directly from DoD or through some of its agencies.



DoD: Guidelines and Helpful Links

- [CDMRP](#): Congressionally Directed Medical Research Programs
 - [eBRAP](#): Electronic Biomedical Research Application Portal
 - All pre-applications must for CDMRP must be submitted through this portal
 - [Grants.gov](#)
 - Full applications must be submitted through Grants.gov.



Example Solicitation (FOA/RFP) Review with Jesús

Department of Health and Human Services

Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Institute of Mental Health (NIMH)
Funding Opportunity Title	Mentored Career Transition Award for Intramural Fellows (K22 Clinical Trials Not Allowed)
Activity Code	K22 Career Transition Award
Announcement Type	Reissue of PA-18-614 - Mentored Career Transition Award for Intramural Fellows (K22 No Independent Clinical Trials)
Related Notices	None
Funding Opportunity Announcement (FOA) Number	PA-21-194
Companion Funding Opportunity	PA-21-195 - Mentored Career Transition Award for Intramural Fellows (K22 Clinical Trial Required)
Number of Applications	See Section III. 3. Additional Information on Eligibility.
Assistance Listing Number(s)	93.242
Funding Opportunity Purpose	<p>The Mentored Career Transition Award for NIMH Intramural Fellows (K22) is a two-phase, mentored career development award program that is intended to facilitate a timely transition of qualified postdoctoral fellows in the NIMH Division of Intramural Programs (DIRP) from intramural postdoctoral research positions to extramural, academic tenure-track or equivalent faculty positions at eligible U.S. institutions. Both the intramural and extramural phases will be mentored, and the award will provide research support during the extramural phase to help awardees launch competitive, independent research programs.</p> <p>This Funding Opportunity Announcement (FOA) is designed specifically for applicants proposing research that does not involve leading an independent clinical trial, a clinical trial feasibility study, or an ancillary clinical trial. Applicants to this FOA are permitted to propose research experience in a clinical trial led by a mentor or co-mentor. Applicants proposing a clinical trial or an ancillary clinical trial as lead investigator should apply to the companion FOA, PA-21-195.</p>

<https://grants.nih.gov/grants/guide/pa-files/PA-21-194.html>

Tri-University
Research
Administration
Conference



Thank you!

